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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Northeast Division

INSTRUCTIONS TO COUNTY AGRICULTURAL CONSERVATION OFFICES
REGARDING THE SALE OF AERIAL PHOTOGRAPHS

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I. FROM WHOM ASSOCIATIONS MAY ACCEPT ORDERS.

County Agricultural Conservation Associations in the Northeast Region shall accept orders from individual farmers only for reproductions from aerial photography negatives which are held by the Department of Agriculture.

II. DEFINITION OF A FARMER.

For the purpose of selling aerial photographs a farmer is considered to be anyone owning or operating a farm who might be considered eligible for membership in the County Agricultural Conservation Association.

III. GENERAL RESTRICTION ON SALES TO FARMERS.

Sale of reproductions by the Department will not be made in the following circumstances:

1. If the reproductions show fortifications, military or naval defenses or other restricted areas.
2. If it is known or believed they will be used to show by implication or otherwise that the Department of Agriculture endorses any commercial product.
3. When it is known that they are for use in suits against the government.
4. If such reproductions must be prepared from negatives which are the property of other agencies, unless these agencies approve and authorize such use, and provided that the negatives have been obtained by the Northeast Division in connection with its authorized work.

Regular activities of the Department of Agriculture will be given preference in the filling of orders.

The Northeast Division reserves the right to limit the sale of reproductions at any time without advance notice. When this right is exercised, monies previously collected for such reproductions will be refunded.

IV. QUANTITY RESTRICTION ON SALES OF REPRODUCTIONS.

Orders from an individual farmer at the farmer price are to be limited to the minimum number of prints required to cover the individual farm or the number necessary to cover the number of farms in which he may be concerned.

Any farmer may, of course, order as many reproductions as he may desire but the cost of the reproductions not covering his farm would be the same as that paid by "others". Collections and orders for such orders would not be received by the Associations but should be sent directly to the Northeast Division.

V. PRICES.

The prices indicated below are for aerial photographs only. The Agricultural Adjustment Administration does not make maps or mosaics of any kind.

The Aerial Photographs cover an area of approximately six to nine square miles, depending on the size of the negative. Reproductions will be made only for the entire area covered by the print. No orders should be accepted for reproductions of portions or sections of individual photographs.

The collection which the County Association will accept from individual farmers for the sale of photographic materials will be the price for any particular classification of print which is listed below in quantities of 6 to 100.

The prices listed below, which are subject to revision without notice, are for items most generally requested. Unless otherwise specified on Order Form AAA-391, reproductions will be on standard commercial grade, semi-matte finish, double-weight photographic paper, unmounted. Contact prints will have black borders and will be untrimmed. Enlargements and photo-indices will have white borders. Quotations for reproductions on other quality papers and for other items, including mounting or ferrotyping should be referred to the Northeast Division, Agricultural Adjustment Administration. Reproductions on single-weight and/or dull or glossy finish standard commercial grade paper generally can be furnished at the prices quoted below if such papers are stocked by the laboratory.

CONTACT PRINTS

The prices for contact prints from 7" x 9" or 9" x 9" negatives are as follows:

| <u>Quantity</u> | <u>To farmers, Federal State and local Governmental agencies, and educational institutions, per print.</u> | <u>To others per print.</u> |
|-----------------|--|---------------------------------|
| 1 - 5 | \$0.50 | \$0.65 |
| 6 - 100 | .30 | .40 |
| Over 100 | .20 | .30 |

For contact prints on water resisting paper, such as those used in scale determination by the Agricultural Adjustment Administration, add ten cents (\$0.10) per print.

ENLARGEMENTS

The prices for enlargements are as follows:

| <u>Quantity</u> | <u>To farmers, Federal, State and local Governmental agencies, and educational institutions, per enlargement.</u> | <u>To others per enlargement.</u> |
|------------------------|---|---------------------------------------|
| <u>11" x 14" sheet</u> | | |
| 1 - 5 | \$0.75 | \$1.00 |
| 6 - 100 | .50 | .65 |
| Over 100 | .35 | .50 |

| | | |
|--|--------|--------|
| <u>20" x 24"; 20 1/2" x 26"; 22" x 27" sheet</u> | | |
| 1 - 5 | \$1.50 | \$2.00 |
| 6 - 100 | 1.10 | 1.40 |
| Over 100 | .85 | 1.10 |

| | | |
|-----------------------------------|--------|--------|
| <u>25" x 25"; 27" x 28" sheet</u> | | |
| 1 - 5 | \$1.75 | \$2.35 |
| 6 - 100 | 1.25 | 1.65 |
| Over 100 | 1.00 | 1.35 |

| | | |
|-----------------------------------|--------|--------|
| <u>24" x 30"; 28" x 34" sheet</u> | | |
| 1 - 5 | \$2.50 | \$3.30 |
| 6 - 100 | 1.75 | 2.35 |
| Over 100 | 1.50 | 2.00 |

| | | |
|-----------------------------------|--------|--------|
| <u>34" x 40"; 40" x 40" sheet</u> | | |
| 1 - 5 | \$4.00 | \$5.35 |
| 6 - 100 | 3.00 | 4.00 |
| Over 100 | 2.50 | 3.30 |

PHOTO-INDICES

The prices for enlargements are as follows:

| <u>Quantity</u> | <u>To farmers, Federal, State and local Governmental agencies, and educational institutions, per copy.</u> | <u>To others per copy.</u> |
|------------------------------------|--|--------------------------------|
| <u>20" x 24" - Vacuum Contacts</u> | | |
| 1 - 100 | \$1.30 | \$1.70 |
| Over 100 | 1.00 | 1.35 |

PHOTO-INDICES (continued)

20" x 24" Enlargements

| | | |
|----------|--------|--------|
| 1 - 5 | \$1.50 | \$2.00 |
| 6 - 100 | 1.10 | 1.40 |
| Over 100 | .85 | 1.10 |

Enlargements and photo-indices will not be furnished on water-proof low shrink paper.

VI. FARMER'S ORDER FOR PHOTOGRAPHIC MATERIALS, FORM NER-E-3.

The above-mentioned form properly executed, numbered and signed by the farmer should be turned in to the county office with remittance in the proper amount. This form should be filed for a County Association Record.

A receipt should be given the farmer for the remittance he has made the County Association.

Form NER-E-3 "Farmer's Order for Photographic Materials" should be used only for the recording of orders of the individual farmers on the Association. Form NER-E-3 should never be used as an order from the Association on the Washington Office.

VII. ORDER FOR AERIAL PHOTOGRAPHIC MATERIAL, FORM AAA-391.

Each farmer should be notified upon making a request for photographic materials that his order will be held until there is a sufficient number accumulated to obtain reduced prices for quantity orders.

Such assembly of orders for aerial photographic materials should be entered on Form AAA-391 and with remittance in the proper amount, should be sent to the Northeast Division, Agricultural Adjustment Administration, Washington, D. C.

Instructions on the reverse of Form AAA-391, "Order for Aerial Photographic Materials", must be followed carefully. In the event an order cannot be entered in its entirety on one copy of Form AAA-391, additional copies bearing the same order number may be stapled to it and employed for the continuation. Additional sheets should be numbered Sheet 2, Sheet 3, etc., in the upper right hand margin.

In the event a farmer for some reason is unwilling to wait until sufficient individual orders have been received by the County Association to benefit by a reduced price for quantity orders, his order should be sent directly by him with remittance in the proper amount to the Northeast Division, Agricultural Adjustment Administration, Washington, D. C. The Secretary of the Association will furnish him all necessary information and aid in properly filling in Form AAA-391.

VIII. COLLECTION AND ACCOUNTING PROCEDURE.

The County Association must obtain payment in sufficient amount before accepting any order. All money taken in from purchasers shall be recorded as received and shall be deposited in the bank to the credit of the association. The funds so collected will be reported as a collection in line 1(c) of the first voucher, Form ACP-8, submitted by the association after such collections are made. The collection reported in line 1(c) must be supported by a statement in triplicate, signed by the treasurer, showing the amount collected and the schedule number (Purchaser's Order Number) covered by the collection.

In the event an order is rejected, or there is an adjustment in the charges, the association treasurer will receive a refund by United States Treasury Check. Such refunds shall be deposited to the credit of the association and shall be reported as a collection and identified in the same manner as a collection of charges from the purchaser.

Upon approval by the president and the secretary of the association of an assembly of orders, the treasurer is authorized to draw a check payable to the Treasurer of the United States.

A claim covering each assembly of orders will be entered on the association's first monthly statement, Form ACP-9, under "Miscellaneous", after the order has been placed. The claims will be entered in the name of the claimant "Agricultural Adjustment Administration", and identified in the column "Nature of service or kind of material" as a purchase of aerial photographic reproductions.

In each case where a claim is submitted, it must be identified by the order number on Form AAA-391.

If there is an adjustment in the charges which would entitle the purchaser to a refund, the treasurer is authorized to refund such money by check. Refunds to purchasers may be made only provided the treasurer is furnished with a statement signed by the president or secretary authorizing such refund.

Claims covering refunds to purchasers should be reported on the next monthly statement, Form ACP-9, submitted by the association and should be entered as a miscellaneous claim in the name of the purchaser and should be identified in the column "Nature of service or kind of material" as a refund of over collection for aerial photographic reproductions. Each such claim must be identified as to the schedule number (Purchaser's Order No.) in connection with which the refund of charges is made.

IX. DELIVERY OF REPRODUCTIONS.

Reproductions will be delivered to the County Office for distribution to the purchasers.

X. ORDERS FROM OTHERS.

Upon request County Offices should supply all information with respect to prices, scale of photography, identification of prints, etc., in order that others desiring reproductions will have all necessary information to place their orders correctly. County Associations may furnish others with copies of Form AAA-391 for the placing of their orders.

In the event information is requested that is not available in the County Association Office, requests for such information should be directed to the Northeast Division, Agricultural Adjustment Administration, Washington, D. C.

These orders, together with remittance in the proper amount, by check or postal money order made payable to the Treasurer of the United States should be mailed by the purchaser to the Northeast Division, Agricultural Adjustment Administration, Washington, D. C.

Orders for photography from governmental agencies either Federal, State, County or local should be sent directly to the Northeast Division, Agricultural Adjustment Administration, Washington, D. C.

Reproductions ordered by persons or agencies other than governmental will not be made until payment for them has been received.

XI. CANCELLATION OF ORDERS.

Cancellations of orders for aerial photographic materials will not be permitted after orders are sent to the Washington office with the proper remittance.